

APPENDIX C

CONTRACT AMENDMENT REQUEST

Instructions

Fill this form out completely, showing the currently approved budgeted amounts for each Budget Category Line Item; the dollar amount being added to or deducted from each category; and the new totals. If there is no change in a particular category show a "0". Please explain the reason(s) for the budget modification.

If a design or scope of project modification, or if program evaluation component modifications are being requested, please provide an explanation of the requested modification and the justification for the request.

This form shall be signed by the person preparing the modification request, the Project Financial Officer, and the Project Manager. The form must be submitted in quadruplicate to the BOC.

NOTE: This form is only required when substantial changes are requested by the project. Substantial changes may include: those affecting the design or scope of the project; compliance with the agreed-upon program evaluation component; and other significant changes in the program components addressed in the Implementation Plan or the Contract. Minor changes, including budget line item changes, up to 10% may occur without prior authorization from the BOC.

Request for Programmatic Technical Assistance (ROPP FORM 05) State of California Board of Corrections
CONTRACT AMENDMENT REQUEST Corrections Planning and Programs Division
Form ROPP 05 (Revised 10/97) Repeat Offender Prevention Program (ROPP)

A. County: _____ Contract Number: _____
Grant Dates: From ____ / ____ / ____ To ____ / ____ / ____ Amendment Number: _____

B. Section of contract to be considered for amendment:

C. Justification for amendment (use additional pages as necessary):

D. Requested specific contract language (use additional pages as necessary):

PERSON PERPARING REQUEST

PROJECT FINANCIAL OFFICER

PROJECT MANAGER

Signature

Signature

Signature

Name

Name

Name

Title

Title

Title

Date

Date

Date

Telephone

Telephone

Telephone

Mail to: Board of Corrections, 600 Bercut Drive
Sacramento, California 95814-0185

Approval: _____
Date _____

